

**CONFIDENTIAL**  
Security Information

18 AUG 1953

MEMORANDUM FOR: Deputy Comptroller

SUBJECT: Your Memorandum dated 18 July 1953, Concerning Proposed  
Internal Instructions of Personnel Office on Retirement

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1. Your comments on our internal instruction entitled "Civil Service Retirement" are appreciated. With the exception of paragraph 2 of your memorandum, all of the suggestions were either incorporated in the draft or resolved by discussion with [redacted] your office.

2. With reference to your comment on the handling of Standard Form 2808's, this office affirms your view that the Agency, as an agent of the Civil Service Commission, must safeguard the right, accorded to employees by law, to designate beneficiaries. Accordingly, I have personally reserved the administrative task of affixing the CSC stamp to each form and insuring that the form is properly executed. Moreover we have provided in the proposed Regulations on Civil Service Retirement additional procedures for encouraging and assisting personnel to prepare Standard Form 2808 at any time during their employment.

3. The proposed Regulations on Civil Service Retirement, now ready for authentication and publication, provide for the transfer of Form 2808, upon its execution, from the Personnel Office to the Fiscal or Finance Division, as appropriate. This arrangement is considered essential in order that the form can always be forwarded simultaneously with Form 2806. The Personnel Office is only concerned with the transmittal of retirement forms to the Civil Service Commission when the employee makes a specific application. For these reasons, a survey of the basic procedure is not considered necessary. However, this office will establish the practice of forwarding each Form 2808 with a cover letter, a copy of which we can maintain in our files as a record of the transmittal. If you should find it appropriate to alter your internal procedures for maintaining the forms, we suggest that you consider stapling Form 2808 to the employee's Individual Retirement Record.

[redacted]  
*for* GEORGE E. MELOON  
Personnel Director

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